



GRAPHICS COMMISSION SCHEDULE 2005

All applications must be **COMPLETE** and submitted before 12:00 noon on the cutoff date.
(Applications are accepted 8:00 a.m. to 3:30 p.m. Monday through Friday.)

CUTOFF DATE

(Monday Cutoff Dates)

November 8, 2004

December 6, 2004

January 3, 2005

February 7, 2005

March 7, 2005

April 11, 2005

May 9, 2005

June 6, 2005

July 11, 2005

August 8, 2005

August 29, 2005

October 3, 2005

November 7, 2005

December 12, 2005

January 3, 2006 (Tuesday-due to New Year's day)

HEARING DATE

(3rd Tuesday of the Month)

January 18, 2005

February 15, 2005

March 15, 2005

April 19, 2005

May 17, 2005

June 21, 2005

July 19, 2005

August 16, 2005

September 20, 2005

October 18, 2005

November 15, 2005

December 20, 2005

January 17, 2006

February 21, 2006

March 21, 2006



GRAPHICS COMMISSION APPLICATION 2005

BEFORE YOU APPLY

Arrange a meeting to discuss the proposed project with the appropriate Building Services Division representative. Staff will help you identify issues and determine if a Public Hearing is required. Application requirements vary depending upon the requested action.

Primary staff contacts for the public hearing processes are:

Council Activities:

Dana Hitt	645-2395	Don Bier	645-0712
Shannon Pine	645-2208	John Turner	645-2485

Board of Zoning Adjustment and Graphics Commission:

Dave Reiss	645-7973	Jamie Freise	645-6350
Denise Powers	645-1788		

Meet with appropriate staff not less than one week prior to the cut-off date for submitting an application. This pre-filing meeting allows staff to become acquainted with the proposed application and helps you avoid later delays by identifying any missing or incomplete parts of the application package.

WHEN YOU ARE READY TO APPLY

Submit a complete application package to appropriate staff on or before the cut-off date and time for the applicable public hearing. A check list of the application package requirements is printed on page 5.

THINGS TO REMEMBER

- ☐ An application received after the cut-off date will be scheduled for a later hearing.
- ☐ Application fees are non-refundable.
- ☐ Staff will forward a copy of your application to the appropriate Area Commission, Historic Architectural Review Commission or recognized Civic Association to provide the opportunity for them to formulate a recommendation. **It is your responsibility to arrange to meet with that group and obtain a written recommendation.**
- ☐ The rezoning and variance processes address only the items granted in the hearing decision. Such approval does not constitute any other approval from the City. The City Building, Housing and Zoning Codes may require zoning clearance, a building permit, license(s), or sign permit(s) for your project to proceed following approval of your public hearing process application. For further information concerning Building Code requirements call 645-6079. For further information concerning Zoning Code requirements call 645-7314.
- ☐ The City of Columbus makes no determination whether an area proposed for public hearing action contains area(s) that might be classified as wetlands by the Army Corps of Engineers; nor does approval at the public hearing imply the site has complied with wetlands guidelines. It is your responsibility to determine if wetlands exist on the site.



OFFICE USE ONLY

Comments: _____ Application Number: _____ Commission/Group: _____

_____ Date Received: _____ Planning Area: _____

_____ Date of Hearing: _____ Acreage: _____

_____ Fee: _____ Existing Zoning: _____

_____ Accepted by: _____ Zoning Map #: _____

GRAPHICS COMMISSION APPLICATION

TYPE(S) OF ACTION REQUESTED

(Check all that apply)

☐ Variance ☐ Graphics Plan ☐ Appeal ☐ Special Permit ☐ Miscellaneous Graphic

Indicate what the proposal is and list applicable code sections. State what it is you are requesting.

Describe: _____

LOCATION

1. Certified Address Number and Street Name _____

City _____ State _____ Zip _____

Parcel Number (only one required.) -

APPLICANT

2. Name _____

3. Address _____ City _____ Zip _____

4. Phone# _____ Fax # _____

5. Email Address _____

PROPERTY OWNER(S)

6. Name _____

7. Address _____ City _____ Zip _____

8. Phone# _____ Fax # _____

9. Email Address _____

☐ Check here if listing additional property owners on a separate page

ATTORNEY / AGENT (CIRCLE ONE)

10. Name _____

11. Address _____ City _____ Zip _____

12. Phone# _____ Fax # _____

13. Email Address _____

SIGNATURES

14. Applicant Signature _____

15. Property Owner Signature _____

16. Attorney/Agent Signature _____



GC APPLICATION CHECKLIST

The application package must consist of two (2) complete sets of all items listed below, one of which must contain the original signed forms.

- ☐ **The Application Form (M)**
- ☐ **Notarized Affidavit Form and Label Sets**
(See instructions on the form.)
- ☐ **Statement of Hardship**
(See instructions on the form.)
- ☐ **Notarized Project Disclosure Statement**
(See instructions on the form.)
- ☐ **Address Card (M)**
The source for address card is the Columbus Division of Engineering and Construction; 109 N. Front Street, 3rd floor; Columbus, Ohio 43215. Phone (614) 645-7467.
- ☐ **Legal Description of the Subject Property**
Current property survey to include acreage of the subject property and all bearings and distances, referencing the centerline intersection of two public streets. (Acceptance of subdivision lot numbers with corresponding plat map copies is contingent upon staff review. If more than one zoning district is requested in this application, separate legal descriptions must be submitted for each district. In addition to paper copies, submit your legal description on a 3 1/2" floppy disk in MSWord or plain ASCII text file.
- ☐ **Location Maps (E-plot and A-plot maps)**
Location maps shall consist of subject site outlined or highlighted on an E-plot map and on an A-plot map using ALL data layers. Location maps must be to engineer's scale. E-plot and A-plot maps are available from the Franklin County Recorder's Map Room; 373 South High Street, 20th floor; Columbus, Ohio 43215. Phone (614) 462-4663.
- ☐ **Site Plan (M)**
The site plan must be drawn to common, measurable scale and provide applicable information as itemized on the attached Site Plan checklist. A total of two (2) 2' x 3' original scale plans and two (2) 8-1/2" x 11" reductions are required. Additional copies may be required for applications within areas of overlapping review.
- ☐ **Sign Illustration (M)**
A scale drawing, or other form of illustration, of each existing and proposed sign, or other graphic, indicating size, copy, color, location and other information necessary to fully describe the results of the requested approval.
- ☐ **Graphics Plan**
The documents comprising a proposed Graphics Plan, including any text and illustrations, signed and dated by the property owner.
- ☐ **Zoning Order**
If this application is being made due to a zoning violation order having been issued, please attach a copy of the order.
- ☐ **Application Fees (Non-Refundable)**
\$1550.00 for a Variance, Special Permit, Graphics Plan, or combination of the three, except for applications involving one or two dwelling units, which is \$260.00 per dwelling unit.
\$800.00 for a Graphics Plan filed in conjunction with a rezoning.
\$250.00 for a Miscellaneous Graphics Commission action.
Checks are to be made payable to: Columbus - City Treasurer

Tabling Fees:

First:	1-3 Dwelling Units	\$75.00
	All Others	\$500.00
Second:	1-3 Dwelling Units	\$150.00
	All Others	\$750.00

Third and subsequent tablings:

1-3 Dwellings Units	\$225.00
All Others	\$1000.00
Reconsideration or Amendments after final action are the same as the current fee.	



AFFIDAVIT

(See next page for instructions)

STATE OF OHIO
COUNTY OF FRANKLIN

APPLICATION # _____

Being first duly cautioned and sworn (1) NAME _____
of (1) MAILING ADDRESS _____

deposed and states that (he/she) is the applicant, agent, or duly authorized attorney for same and the following is a list of the name(s) and mailing address(es) of all the owners of record of the property located at

(2) per CERTIFIED ADDRESS FOR PROPERTY _____
for which the application for a rezoning, variance, special permit or graphics plan was filed with the Department of Development, Building Services Division on (3) _____

(THIS LINE TO BE FILLED OUT BY CITY STAFF)

SUBJECT PROPERTY OWNER'S NAME
AND MAILING ADDRESS

(4) _____

APPLICANT'S NAME AND PHONE #
(same as listed on front of application)

AREA COMMISSION OR CIVIC GROUP
AREA COMMISSION ZONING CHAIR OR
CONTACT PERSON AND ADDRESS

(5) _____

and that the following is a list of the **names** and **complete mailing addresses**, including **zip codes**, as shown on the **County Auditor's Current Tax List or the County Treasurer's Mailing List**, of all the **owners of record of property within 125 feet** of the exterior boundaries of the property for which the application was filed, **and** all of the owners of any property within 125 feet of the applicant's or owner's property in the event the applicant or the property owner owns the property contiguous to the subject property:

(6) PROPERTY OWNER(S) NAME (6A) ADDRESS OF PROPERTY (6B) PROPERTY OWNER(S) MAILING ADDRESS

☐ (7) Check here if listing additional property owners on a separate page.

SIGNATURE OF AFFIANT

(8) _____

Subscribed to me in my presence and before me this _____ day of _____, in the year _____

SIGNATURE OF NOTARY PUBLIC

(8) _____

My Commission Expires:

Notary Seal Here



INSTRUCTIONS FOR AFFIDAVIT

- (1) Name and address of the person who did the research at the Court House. It is important that the person who does the research is the same person who signs the notarized affidavit.
- (2) Address of the property as indicated on the address card from the Division of Engineering and Construction; 109 N. Front Street, 3rd floor; Columbus, Ohio 43215, Phone (614) 645-7467.
- (3) Leave blank - we will fill this out at the time of application.
- (4) From real property records located on the 20th floor of the Franklin County Court House Building, 373 South High Street, or other records enter the name and address of the owner(s) of the property the application is for. (This should be the same as the "Property Owner" shown on the application.)
- (5) Fill in the appropriate Area Commission/Civic Group and complete address. This information can be obtained by contacting Michael Puckett, Manager; Neighborhood Liaisons at (614) 645-3219 .
- (6) From the same records as in Item #4, enter the name and complete mailing address (including zip code) of the owners of all property located within 125 feet of the property lines identified and sworn in Item #2 above. This includes properties across the street and in other municipalities and jurisdictions, if appropriate. Also, include the owners of any property within 125 feet of the applicant's property in the event the applicant or the property owner of the subject site owns the property contiguous to the subject property.
 - (6A) It is the affiant's responsibility to determine the actual address, including personally visiting the properties, if necessary. If a property within the required 125 foot notice area is undeveloped and no address is available, indicate "undeveloped".
 - (6B) DO NOT list a mortgage company as a mailing address for the property unless title to the property is held by the mortgage company, thereby making the company the actual property owner. It is the affiant's responsibility to exercise reasonable diligence to determine the address of the actual property owner. Indicate "unavailable" if the actual property owners address cannot be determined.
- (7) Check appropriate line to indicate if a continuation sheet of property owners is attached. (If more space is needed for a continuation sheet, a plain white sheet of paper with the additional property owners listed in the same format will be sufficient.)
- (8) This form must be signed in the presence of a Notary Public.
- (9) Please submit 2 label sets (in Avery #5160 format) and 1 master set on paper listing the names and complete addresses of:
 - (9A) The applicant as listed in item #2 and #3 on the front page of this application,
 - (9B) Item #4 on this affidavit,
 - (9C) Item #5 on this affidavit, and
 - (9D) The names and complete address of the real property owner(s) listed in the first column of Item #6 on this affidavit.
 - (9E) Mailing Labels:
 - A. Use Zip Codes
 - B. Use All Caps
 - C. Machine Print or Typewritten **ONLY** (No Handwritten or Script)
 - D. Omit Punctuation except the hyphen when using 9 digit zip codes.

REMEMBER: NOTHING GOES BELOW THE CITY, STATE, AND ZIP CODE LINE.



STATEMENT OF HARDSHIP

APPLICATION # _____

3382.05 Variance.

Any request for a Variance from this Graphics Code shall be heard and decided by the Graphics Commission as provided by this Graphics Code.

- A. The Graphics Commission shall have the power, upon application, to grant a Variance from one (1) or more provisions of this Graphics Code. No Variance shall be granted unless the Commission finds that a hardship exists, based upon special physical conditions which:
 - 1. Are due to exceptional shallowness, shape, topographic conditions or other extraordinary situations peculiar to the premises itself; or
 - 2. Differentiate the premises from other premises in the same zoning district and the general vicinity; or
 - 3. Prevent a reasonable return in service, use or income compared to other conforming premises in the same district; and
 - 4. Where the result of granting the variance will not be injurious to neighboring properties and will not be contrary to the public interest or to the intent and purpose of this Graphics Code.
- B. In granting a Variance, the Graphics Commission may impose such requirements and conditions regarding the location, character, and other features of the *graphics* as the Commission deems necessary to carry out the intent and purpose of this Graphics Code and to otherwise safeguard the public safety and welfare.
- C. Nothing in this Graphics Code shall be construed as authorizing the Commission to affect changes in the Zoning Map or to add to the uses permitted in any zoning district.

I have read Section 3382.05 Variance, and believe my application for relief from the requirements of the Graphics Code satisfies the four criteria for a variance in the following ways:

Signature of Applicant _____ Date _____

page 8 — Graphics Commission Packet



NOTE:

Site plan requirements for each application for action by the Graphics Commission will be based upon the standard list needed for Zoning Clearance reproduced below. Actual requirements for each application will be limited to the information that is relevant to the particular case, as circled:

ZONING REVIEW CHECKLIST

INFORMATION REQUIRED FOR ZONING CLEARANCE

To expedite the Zoning Clearance Process, please contact one of the Zoning Clearance Plan Review Staff for an appointment. That staff person will be working with you until the project receives Zoning Clearance:

1. To apply for building permit, fill out a Building Permit Application and submit three (3) complete sets of building plans with site plans attached and ten (10) loose site plans.
2. To apply for a foundation start, fill out a Building Permit Application and submit two (2) complete sets of building plans and two (2) additional loose site plans.
3. Provide original and current "E" size plot map to engineer's scale with all data layers and tax map label - County Auditor's Office, 373 S. High Street, 20th floor. Size 30" x 36".
4. The following information must be shown on the Site Plan sheet. (The required zoning-related information may require more than one sheet.)
 - A. List the Zoning District.
 - B. List the total area of the site in square feet, or for residential projects, list the site area in acres and density in units per acre.
 - C. List square footage breakdown for each use and parking breakdown.
 - D. Label and dimension right-of-way lines, building setback, property lines, and parking setback line.
 - E. Label dimension distance(s) to nearest intersection.
 - F. Label parking and aisle dimensions, radius or flair for curb cuts. (Existing and new)
 - G. Label dimensions for loading docks/loading areas and maneuvering area.
 - H. Show one (1) shade tree per ten (10) parking spaces and/or landscape plan.
 - I. Show buffer screens when required.
 - J. List height of building.
 - K. Label and dimension all fences.
 - L. Show dumpsters screened on three (3) sides.
 - M. Show wheel stops and/or curbs for parking.
 - N. Show LDN contour lines and LDN number. (Day-Night sound level noise index)
 - O. Show stacking and bypass lanes for drive-throughs.
 - P. Label and dimension required and proposed side and rear yards.
 - Q. List flood designation, map number, and effective date. And, where they occur on the site, show the 100-year flood plain and floodway boundaries and base flood elevations.
 - R. Note that the proposed project will comply with sections 3342.09 Dumpster; 3342.11 Landscape; 3342.12 Lighting; 3342.17 Screens; 3342.23 Striping/Marking; 3342.24 Surface; and 3342.26 Wheel Stops/Curb.
 - S. Projects within University Planning Overlay area - list all required calculations and certify.
 - T. Provide a site location map.
 - U. Illustrate any required building facade materials and treatment, landscaping details and/or lighting details required by rezoning or other ordinance.
 - V. Print rezoning limitation text, CPD text, and Variance text(s) on site plan.
 - W. Attach Architectural Review Commission's or Downtown Commission's Certificate of Appropriateness to each copy of site plan if applicable.
 - X. Engineer's or Architect's seal and signature must appear on all site plans. Provide a north arrow and scale on site plans. For projects affected by rezoning limitation texts or CPD texts, the seal and signature must appear under a statement that guarantees the building and site plans meet all text standards.

Note: To the extent possible, exclude non-zoning related information from the zoning site plan sheets.



FOR USE BY: AREA COMMISSION / COMMUNITY GROUP / HISTORIC ARCHITECTURAL REVIEW
STANDARDIZED RECOMMENDATION FORM

Group Name

Meeting Date

Specify Case Type

- ☐ BZA Variance
- ☐ BZA Special Permit
- ☐ Council Variance
- ☐ Rezoning
- ☐ Graphics
- ☐ Graphics Special Permit

Case Number

Recommendation

(Check only one)

- ☐ Approval
- ☐ Disapproval
- ☐ Conditional Approval (please list conditions below)
(Area Commissions, see note below*)

*Ordinances sent to council will contain only a recommendation for “approval” or “disapproval”. If a recommendation for “conditional approval” is sent, the conditions should be concise and specific. Staff will determine whether conditions are met when the final ordinance is prepared unless a revised response indicating “approval” has been received. If staff determines that conditions have not been met, your group’s recommendation will be listed as “disapproval”.

Vote

Signature of Authorized Representative

SIGNATURE

RECOMMENDING GROUP TITLE

DAYTIME PHONE NUMBER

Please **FAX** this form to **Zoning** at (614) **645-2463** within **48 hours** of your meeting day;
OR **MAIL** to: Zoning, City of Columbus, Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224.